

Shipping Instructions for Material to the JGI from Outside the USA:

We recommend shipping with the following agencies:

FedEx <http://fedex.com/>

The following are "full service" carriers. There are many advantages to using a full service carrier. They provide services such as In-Transit Temperature Monitoring, Comprehensive Guidance with Country Specific Import Requirements, Refrigerated Trucking Services and Expedited Customs Brokerage. I have listed some of the companies we recommend below:

- World Courier <http://www.worldcourier.com/>
- Aeronet <http://www.aeronet.com>
- Quick <http://www.quickintl.com/>
- Kintetsu World Express <http://www.kwe.com/>
- TNL International <http://www.tnlintl.co.nz/>

If shipping from **Australia, Greece, or France** we strongly suggest using a full service agency (**such as Aeronet**) to ensure the product arrives intact. Shipments are mainly delayed because of poorly filled out paperwork, review the forms line-by-line with the shipper. ***A commercial invoice must be included with the package. With any shipper please choose door-to-door service.**

There are several obstacles to importing biological materials into the USA.

1) USDA Import Permit Requirements

(<http://www.aphis.usda.gov/vs/ncie/imicro.html>)

The USDA inspector may consider DNA as "extracts of microorganisms" or "microbially produced biochemicals".

A USDA import permit will not be required for microbially produced biochemicals if the following is provided in the shipping documents:

- A detailed and accurate description of the material including genetic insert and origin.
- A declaration, if applicable, indicating that the material is produced by microbial fermentation.
- A declaration stating the material does not contain any animal or cell culture derived products or additives such as albumin or serum.
- Please state that the product is non-hazardous, non-toxic and non-pathogenic if applicable.

- Please describe the end use.
- This information must be supplied as ORIGINAL statements on
- producer/shipper letterhead in a clear and concise manner, and be available for review by the USDA Inspector at the Port of Arrival. We recommend that a separate memo or letter be included with the shipping documents, such as U.S. Customs declaration and invoice.
- Example: The material contains small pieces of genomic DNA. The DNA is from *Glycine max*. Its origin is a soybean. The material was not generated by microbial fermentation. The product does not contain animal or cell derived materials or additives. The material is non-toxic, non-hazardous and non-pathogenic. The end use is for the creation of DNA samples used by the Joint Genome Institute. This package is temperature sensitive and needs to be handled in a timely manner. (list your contact information here)

Do not put documents INSIDE shipping containers.

2) Harmonized Tariff (<http://www.usitc.gov/tata/> and <http://www.usitc.gov/tata/hts/bychapter/index.htm>)

Note the Harmonized Tariff Schedule Number 3002.10.01.90 on the shipping documents. The HTS is a US Customs classification used to calculate a tariff charge. For this material, the tariff is free. This HTS number classifies the material as "Human blood; animal blood prepared for therapeutic, prophylactic or diagnostic uses; anti-sera and other blood fractions and modified immunological products, whether or not obtained by means of biotechnological processes; vaccines, toxins, cultures of micro-organisms (excluding yeasts) and similar products: Other". (Note the "similar products: Other" section of this description.)

3) General Consideration - Place statements like:

NON-INFECTIOUS/NON-HAZARDOUS/NOT AN ETIOLOGIC AGENT/NOT FOR HUMAN CONSUMPTION. SHIPMENT CONSISTS OF STERILE DNA. FOR SCIENTIFIC ANALYSIS ONLY in the shipping documentation to facilitate transit through Customs

- Make sure the shipping box looks clean. A new outer box without an excess of tape is best. Otherwise remove or black out preexisting labels on the shipping box. Conflicting signage on the box is bad.
- So far, we have had luck with Overnight FedEx, which usually takes about two days to arrive in California.

Shipping Instructions:

1) Prior to shipping samples to the JGI, the prep must first be reviewed & approved. Complete the appropriate RI (<http://www.jgi.doe.gov/sequencing/collaborators/gettingstarted.html>) and email it along with a well-labeled gel image of your prep to your project manager. See the "Quality control-gel electrophoresis conditions" at the end of this document for detailed instructions on running the QC gel or find the complete JGI protocol: <http://www.jgi.doe.gov/sequencing/protocols/index.html>.

2) Once approval to ship has been acquired, email the shipper name and shipping tracking number to your project manager and jgi_project_management@lanl.gov.

3) Avoid shipping around a federal holiday. Ship on a Monday or Tuesday, overnight delivery. Please note the only country that gets overnight delivery is Canadian cities close to the US border. Most countries in the European Union will take 2 to 3 working days and anything beyond that can take 4 to 5 days for delivery (If it is going to take 4 or 5 days please ship only on a Monday or a Friday). Please package dry ice or ice packs accordingly.

Three addresses will need to be visible on the package:

**(*) 1. Your full name and contact information as the exporter!!
(*phone number & email address are required)**

2. Consignee's Name and Shipping Address:

Univ. of California/Lawrence Berkeley National Laboratory
DOE – Joint Genome Institute
c/o Mansi Chovatia
Proposal ID # _____
2800 Mitchell Drive
Walnut Creek, CA 94598
(925) 296-5730

3. Intermediate Consignee Address:

AeroNet Worldwide
850 Mitten Road
Burlingame, CA 94010
Contact: ask for Mary Ellen or ask for someone in 'The Import Department'
Tel: 650-259-2155

Format Specifications for Shipping DNA:

Format for shipping in order of preference:

- Resuspended in TE (10 mM Tris, pH 7.5 – 8, EDTA 0.1 mM) at ≥ 100 ng/ul, shipped on dry ice.
- Dry pellet shipped at RT or on wet ice. Note most dry pellets the JGI has received will not resuspend.

*For microbes, DNA must be resuspended in TE (10 mM Tris, pH 7.5 – 8, EDTA 0.1 mM) at ≥ 100 ng/ul.

*DNA should be shipped to the JGI in **one tube**.* The tube should be legibly labeled with Genus species strain, date, and name or initials of primary contact (primary contact indicated in "JGI Required Information" form). If the DNA prepared in multiple preps, each prep should be QC'ed separately, and good preps pooled into one tube for shipping to the JGI.

JGI User Supplied Library Specifications: Shipping

*Transformation and Ligation Stocks should be shipped to the JGI in **one tube per library**.* The tube should be legibly labeled with Genus species strain, date, and name or initials of primary contact (primary contact indicated in "JGI Required Information" form). If the library was prepared in multiple preps, each prep should be QC'ed separately, and good preps pooled into one tube for shipping to the JGI.

Plates must be shipped on dry ice. We recommend sealing the plates and using lids, and if shipping more than one plate, securing them with a rubber band.